

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

NATURAL RESOURCES PROGRAM SPECIALIST - CONFIDENTIAL

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions within the Department of Natural Resources with responsibility for the development, implementation, oversight and management of processes, procedures, and operating policies at the Bureau level. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions located within the Department of Natural Resources which function as program specialists within a major DNR program bureau. Positions in this classification have primary responsibility for the development, implementation, oversight and management of processes, procedures and operating policies at the Bureau level. Positions in this classification are responsible for performing independent program analysis and evaluations and delivery of management services in the Bureaus. Positions in this classification meet the definition of professional and confidential as defined in Wisconsin Stats. 111.81(15) and (7).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definitions of professional and confidential as defined in Wis. Stats. 111.81(15) and (7).
2. Positions which meet the definitions of supervisor and/or management as defined in Wis. Stats. 111.81(19) and/or (13).
3. Positions which are not located within the Department of Natural Resources.
4. Positions which do not spend the majority of their time performing bureau work planning, federal grant administration, and program evaluations.

5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

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Positions allocated to this classification provide professional administrative support to bureaus within the Department of Natural Resources. Positions are responsible for the development, implementation, oversight and management of processes, procedures and operating policies at the Bureau level having impact on the statewide program implementation. Positions are responsible for work planning, federal grant administration, program evaluation, and coordination of bureau human resources activities, including confidential matters affecting the employer-employee relationship. Positions are also responsible for oversight of processing all fiscal matters and financial processing, analyzing administrative processes and customer service needs, evaluating options and coordinating implementation of all processes.

Representative Position:

Management Services Specialist located in the Bureau of Remediation and Redevelopment performs job duties which include: strategic planning, analysis and research for the Bureau; determine critical program needs, issues and problems and formulate strategic objectives to meet the needs or resolve the issues; develop and implement a workload analysis for the bureau; conduct program evaluations in accordance with criteria developed through the Department's Program Evaluation Redesign Team; conduct federal and state grants development and implementation; direct and oversee the completion of daily purchasing, receiving and payment activities for the bureau; develop and implement office processes, procedures, and operating policies; and develop and implement the bureau's human resources management system. Function as support for all matters involving collective bargaining issues, contract strategies, negotiation approaches, and languages; prepare sensitive human resources documents including disciplinary actions, grievances and other formal transactions affecting the employee/employer relationship.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective October 8, 2000 and announced in Bulletin CLR/SC-121. This classification includes positions which have primary responsibility for the development, implementation, oversight and management of processes, procedures and operating policies at the Bureau level within the Department of Natural Resources. Positions in this classification are responsible for performing independent program analysis and evaluations and delivery of management services in the Bureaus.